

TO: Agency HR, Personnel and Payroll Officers

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RE: January 12, 2009 Inaugural/Transition Payroll Processing

The following guidelines are provided to facilitate the movement of elected officials and staff upon the January 12, 2009 Inauguration:

- For purposes of payroll processing, the transition will be reflected as taking place at 12 noon January 12, 2009, the scheduled time for the gubernatorial inauguration.
- Payroll transactions, using the January 12, 2009 effective-date, may be submitted and approved any time between now and January 22, 2009 at 6 pm when SAM II HR will close to run the January 1 through 15 payroll. Please note agencies with transactions that require approval by the Division of Personnel should adhere to the SAM II HR/Payroll processing schedule.

**REMINDER: The receiving agency in the transition cannot do their rehire of an employee in the SAM II HR Payroll System until after the releasing agency submits the separation of the employee via the Employment Status Maintenance Transaction (ESMT).**

- **Agencies releasing employees in the transition** are responsible for the following payroll actions:
  1. Submit the ESMT separating the employee effective January 12, 2009. The Employment Status (EMPS) Code on this ESMT will be '2' and this action will pay the employee through January 11;
  2. Submit a Current Period Timesheet (CPER) effective January 11, 2009 for positive REGLR hours to cover half the day following the date of release (see **NOTE** below to compute the number of hours);
  3. Identify what, if any, leave balances should be liquidated versus transferred with the employee, and process the appropriate timesheet documents.
- **Agencies receiving employees in the transition** are responsible for the following payroll actions:
  1. Submit the ESMT hiring the employee effective January 12, 2009. This will pay the employee beginning January 12;
  2. Submit a Current Period Timesheet (CPER) effective January 12, 2009 for negative REGLR hours to cover half the day at the releasing agency (see **NOTE** below to compute the number of hours).

**NOTE: The daily work hours for January 12, 2009 must be calculated to ensure no overpayment or underpayment occurs as a result of the mid-day transition.**

The number of daily work hours is dependent on the Pay Class (PYCL) an employee is assigned on their ESMT in SAM II HR. The number of daily work hours is calculated by dividing the standard pay period hours by the number of work days in a particular pay period. Employees working in different Pay Classes will have different daily work hours designated for January 12, 2009. The appropriate daily work hours must be calculated in order for both agencies - releasing and receiving - to enter the appropriate number of REGLR hours on the CPER documents for January 12, 2009.

The most common Pay Class situations for this transition are likely to be 'STAT' denoting Statutory employees whose pay is based on working 365 days a year, 24 hours a day and 'PUS' denoting an exception-paid employee working Monday through Friday, 8 hours a day. The daily work hours calculated for these two Pay Classes is as follows:

Pay Class	Pay Period Hrs	Pay Period Days	Daily Work Hrs	<b>½ DAILY WORK HRS</b>
STAT	365	15	$365/15 = 24.33333$	$24.33333/2 = $ <b>12.16667</b>
PUS	86.66667	11	$86.66667/11=7.87878$	$7.87878/2 = $ <b>3.93939</b>

For transitioning employees outside these two Pay Classes, or for transitioning employees moving between different Pay Classes, please contact either [Christy.Klenklen@oa.mo.gov](mailto:Christy.Klenklen@oa.mo.gov), 522-1260 or [Aric.Luebbering@oa.mo.gov](mailto:Aric.Luebbering@oa.mo.gov), 522-1272 to ensure the appropriate daily work hours are calculated and applied. Questions on ESMT and payroll processing may be directed to [Rhonda.Kirkweg@oa.mo.gov](mailto:Rhonda.Kirkweg@oa.mo.gov), 751-1663. Please direct any other questions or concerns regarding processing the transition of these employees to [Guy.Krause@oa.mo.gov](mailto:Guy.Krause@oa.mo.gov), 522-1817 or [Libbie.Farrell@oa.mo.gov](mailto:Libbie.Farrell@oa.mo.gov), 522-5863.